

POSITION DESCRIPTION

Carroll County

An Equal Opportunity Employer

Job Title:	ASSISTANT CLERK II
County Office:	Board of Commissioners
Immediate Supervisor:	Clerk

JOB RESPONSIBILITIES

The Assistant Clerk II is responsible for: (1) assisting Clerk with maintaining a full and permanent record of all proceedings and actions taken by the Board of County Commissioners, (2) relieving the Commissioners, Clerk, and Director of Special Projects / Assistant Clerk I of routine functions and tasks as assigned, (3) other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma
- Two (2) years general office experience
- Valid driver's license and good driving record
- Able to pass background check

PREFERRED QUALIFICATIONS

- Carroll County residency preferred

WORKING CONDITIONS

- Flexible work hours may be required
- Normal office working conditions
- Physical requirements include but are not limited to sitting, standing, lifting/carrying, bending, squatting, kneeling, climbing ladder

ESSENTIAL KNOWLEDGE AND FUNCTIONS TO BE PERFORMED

- General duties and knowledge of:
 - General office practices and procedures
 - Computer software
 - Ability to type 35 wpm with accuracy
 - Communicate effectively in written and oral form
 - Maintain confidentiality
 - Develop and maintain an effective working relationship with Commissioners, employees, co-workers and public
 - Present a professional image to the public
 - Organize, prioritize and coordinate multiple tasks
 - Ability to work with minimal supervision
 - Appointment scheduling and maintaining calendar for Commissioners
 - Answering phone calls and taking detailed messages
 - Greeting visitors
 - Filing and scanning
 - Maintain files and store documents
 - Open and distribute mail
 - Handle travel requests and reimbursements

- Assist Clerk with duties described in Ohio Revised Code §305.10-305.11, which includes keeping full written and recorded record of proceedings of the Board
- Ensure compliance with Ohio's Public Records Act (Sunshine Law)
- Recording, preparing and journalizing meeting minutes for the Board of Commissioners, Parking Committee, Safety Committee, Leadership Committee, Employee Benefits Committee or any other meeting as requested; handling all follow-up to these meetings
- Assist with maintaining the Commissioners' budget
- Collect and receive monies and deposit with the County Treasurer
- Send invoices for parking lots, tower, jail inmate charges for other counties, etc.
- Assist with appointments and reappointments to Boards and Committees
- Maintain file of vehicle titles and request license plates
- Assist with GovDeals auctions
- Assist in periodic building and grounds inspections for all county owned property
- Lead for Parking Lot Committee
- Back-Up to Assistant Clerk I for Safety Committee
- Assist with records retention and disposal
- Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars and in-service trainings
- General clerical and administrative duties
- Perform additional duties and assignments, as requested

ACKNOWLEDGMENT

I, _____ have read and understand the contents of this position description.

Signature

Date